

Parts Manager Conversation

Collaborate with your Parts Manager to answer the following questions. Use this opportunity to share new ideas from the class and to coach your Parts Manager on how they can be implemented. Be sure to respect their expertise. Provide your answers in a different color font.

1. What formal parts management training does your parts manager have (for example, the NADA Academy Seminar)? *This was my first formal parts management training*
2. Does your Dealership/Parts department have a Vision statement that all departmental employees know and understand? What is it? *Dealership = Yes, Parts = NO
yes our employees know it, it is hung up in every department*
3. Have you ever tracked your First Time Fill Rate (FTFR) manually (not using the DMS or your OEM)? What is your current Repair Order FTFR? *NO, 79.9*
4. What percentage of your business comes from Inside (RO/Internal/Warranty/Body Shop) vs Outside (Counter Retail & Wholesale)? *80% RO, I, W, B, B 20% C, R, Whole*
5. What policies, controls, and security are in place on your DMS (via Privileges and/or the Exception or Deviation Reports) to prevent counter people from changing the pricing structure during daily transactions? *Employees have access based on security from their employee numbers*
6. Who can change/override parts pricing? Cashier? Service Director/Manager? Service Advisors? *Parts manager + Service manager*
7. Are you at Retail pricing for Internal? Who established your Internal parts pricing policies? Are they current? *Yes - Parts + Service fixed ops manager - yes they are current.*
8. If you are in a Retail Reimbursement for Warranty state, are you at retail for warranty? If not, when was the last time you petitioned the OE for retail reimbursement? *YES
we had an increase 2 months ago.*
9. Do the Parts, Service and Body Shop Managers work with the Office Manager/Controller monthly to follow up on all Work in Process (WIP) documents. Do they verify that all parts invoices and repair orders are closed out in a timely manner? What does this look like? *YES
we do a monthly report with our office*
10. Is the financial statement for the Parts department given to the manager and discussed on a weekly/monthly basis? If not, is a daily operating report of sales, gross profit, etc., provided to the Parts Manager for review (DOC)? *Yes, we do a monthly managers meeting to discuss all our numbers + goals*
11. What is your retail pricing strategy for your Parts department? How often do you check to see whether your pricing goals are being achieved? *We have a matrix strategy and we watch our numbers monthly*

12. How often do you audit your dealership's Parts web page? How often are coupons, hours of business, etc., reviewed and updated? *Parts check monthly on our page*
13. Do you have a Parts online eStore? How do you ensure that parts order forms/queries are responded to in a timely manner? Who gets the email leads/questions? *No parts Estore parts manager gets all web emails for parts.*
14. What sales training is available to Parts personnel? If training is available, is it mandatory? How often are sales skills assessed, tested, and refreshed? *Mopar has quarterly training for all levels of parts counterman*
15. Do you have a process to offer accessories to 100% of your New and Used customers? If so, what does it look like? If not, why not? *No, but currently working on a plan for 100% of sales customers*
16. What would help you sell more accessories? *Getting sales to show customers the parts dept and receive their free gift*
17. Do you review your wholesale customers to see if their sales, gross, and returns justify the expense of conducting business with them? How often are they reviewed? *We do not have a large wholesale business but yes we check monthly*
18. Do you know how much each of your Parts salespeople must sell each day just to breakeven? *YES about \$600 per counterman*
19. What procedures do you have in place to ensure inventory accuracy and integrity? How are variances communicated to the accounting office? *We do bin counts throughout the year*
20. Are lost sales being tracked in your DMS? Do you have a common definition that all counter people understand? What is your definition? *Yes, we do a L/S on all non same day or next day part.*
21. What is the biggest obstacle to getting your Special Order parts off the SOP shelves and installed/picked up? *Getting SOP customers back in a timely manner*
22. In your store, what do you feel is the biggest cause of frozen capital and/or obsolescence? What is the current dollar value of your obsolescence? *SOP and open packs of parts about 50K*
23. What is your phase in/phase out strategy? How do you balance this strategy with factory recommended stocking guidelines (RIM, ARO, Parts Eye, etc.)? *We use ARO for stock and monthly returns for to balance inventory*
24. On a scale of 1-10 (10 = expert level) what is your level of understanding of the information that is on your DMS's monthly summary? *8*
25. What is the one thing that your organization can do or provide to help the Parts Manager do their job more effectively? *to make getting any info needed for to do my job.*

